

**SARNIA QUILTERS GUILD CONSTITUTION AND BYLAWS
APPROVED NOV 2007**

ARTICLE I NAME

The name of this Association shall be The Sarnia Quilter's Guild (SQG)

ARTICLE II PURPOSE

The purpose of the Guild shall be to promote the art of quilting. The Guild is dedicated to carrying out the quilting tradition through education, promotion of creativity and the exchange of ideas.

ARTICLE III MEMBERS

The annual dues shall be \$35.00 payable on or before the first meeting.

Prospective members may attend 1 meeting without charge.

New members joining after the 31st of January will pay \$20.00.

Each member will be entitled to voting privileges.

All members shall be encouraged to participate in Guild functions.

ARTICLE IV OFFICERS

The officers of the Guild shall be a President, a Vice President, a Secretary and a Treasurer. These officers shall perform the duties prescribed these bylaws and the rules of the Guild.

The officers, except for President and Past President, shall be elected by ballot to serve for one year or until their successors are elected. Their term of office shall begin August 1st and end July 31st.

No member may hold more than 1 office at a time.

The **President** shall

:

Act as chairperson for all meetings and will represent the Guild as needed.

Become Past President upon completion of the 1 year term of office as President.

The **Vice President** shall:

Act as chairperson in the absence of the President and assist as needed.

Do annual inventory of Guild owned items and give this list to the Secretary in September.

Collect all mail for PO Box, at Macs Milk (Corner of Michigan, Murphy), read and forward to appropriate Officers/Committee/Newsletter Editor

Plan an annual bus trip for the guild members.

Become President the next year.

**SARNIA QUILTERS GUILD CONSTITUTION AND BYLAWS
APPROVED NOV 2007**

The **Secretary** shall

Be responsible for the minutes of meetings, maintain records and attend to correspondence.

Publicize the general membership meeting minutes in the Newsletter. Ensure the Executive have a copy of all executive and special meeting minutes.

Send cards in cases of illness or death in family.

Send out newsletters according to mailing list of other guilds or advise of our web site.

The **Treasurer** shall:

Maintain the bank account, record all receipts and disbursements.

Prepare an annual statement. Present the books for audit at the instruction of the Executive Board.

Collect all monies for the guild or designate persons to do the same.

The **Past President** shall:

Act as an advisory member of the Executive Committee for 1 year.

Act as Chairperson of Nominating Committee.

ARTICLE V MEETINGS

The fiscal year for this Guild shall run from August 1 to July 31.

Regular meetings of this Guild shall be held on the second Monday of September and the first Monday of each month from October to June unless otherwise ordered by the Guild or the Executive.

There will be an afternoon session and an evening session.

The May meeting shall be designated as the annual general meeting at which time elections of officers and committees for the next year shall be held.

Fifty (50) members of the Guild in attendance shall constitute a quorum

Any issues that are voted on will be announced after the evening session.

Sensitive issues will not be voted publicly with a show of hands but by a paper ballot.

**SARNIA QUILTERS GUILD CONSTITUTION AND BYLAWS
APPROVED NOV 2007**

CHARITY QUILT COMMITTEE

The Charity Quilt Committee shall consist of 4 members

The members of the Committee will choose 1 member to be the chair of the committee.

The Committee shall be responsible for organizing the Charity Quilt Day to make the quilts and for distributing the quilts to the community.

SPECIAL EVENTS COMMITTEE (QUILT SHOW)

The Quilt Show Convenor shall be appointed by the Executive

The Quilt Show Convenor will be responsible for setting all committees for the Quilt Show

MEMBERSHIP COMMITTEE

The Membership Committee shall consist of 4 members per session for a total of 8 people. Each member shall hold office for 2 years. Terms shall be staggered so that 4 people are elected each year(2 per session).

The members of the Committee will choose 1 member to be the chair of the Committee for each session.

This Committee shall:

Greet guests and members at each session.

Accept dues from members.

Collect fines from members for not wearing nametags. (.50)

Take attendance at both sessions.

Keep an up to date membership list

Provide names only of new members in S'Quilt Newsletter.

Publicize meetings each month in the Sarnia Observer Newspaper.

LIBRARY COMMITTEE

The Library Committee shall consist of 4 members for each session for a total of 8 members. Each member shall hold office for 2 years. Terms shall be staggered so that 4 members are elected each year (2 per session).

The members of the Committee shall choose 1 member to be chair of each session.

This Committee shall:

Care for books, periodicals and any other materials placed in the library.

Set up and administer a system of loaning library materials to members.

Buy books as money is available. Collect and tally Zehrs grocery tapes.

Do a library inventory once a year and keep an up to date inventory list.

Prepare a report of the inventory and give a copy to the Secretary in September as well as provide the list on the website.

**SARNIA QUILTERS GUILD CONSTITUTION AND BYLAWS
APPROVED NOV 2007**

SOCIAL COMMITTEE (KITCHEN)

The Social Committee shall consist of 4 members at each session for a total of 8 members. Each member shall hold office for 2 years. Terms shall be staggered so that 2 members are elected each year.

The members of this Committee shall choose 1 committee member to be chair of each session

The duties of this committee shall be to:

Arrange refreshments 10 minutes before end of meetings.

Arrange social functions as required.

Enlist members to sign up for bringing refreshments.

Remind members before each meeting or put their names in the newsletter

Keep supplies stocked.

S'QUILT EDITOR

The Newsletter Editor shall be elected at the May meeting and hold office for 1 year.

The Editor shall gather Guild news and publish it in the monthly newsletter which appears on our website. Additional copies may be printed for those without computers.

AUDITORS

The Audit Committee shall consist of 2 members. The auditors shall be appointed by the Guild at the June meeting.

The purpose of the audit committee is to audit the Treasurer's books during August.

The Committee shall prepare a statement concerning the audit, to be presented to the members for approval at the September sessions.

NOMINATING COMMITTEE

The **Past President** shall chair this committee. The Past President will form this Committee.

This Committee shall be responsible for preparing a slate of candidates for all elected offices and committees. This slate shall be presented to the members at the May sessions.

ARTICLE VIII SPECIAL COMMITTEES

The following Special Committees shall be appointed by the Executive Board:

"Constitution and By-Laws Committee"

This Committee shall consist of 2 members appointed by the **Executive Board** to Review the By-Laws and Policies and Procedures and recommend changes every two years.

**SARNIA QUILTERS GUILD CONSTITUTION AND BYLAWS
APPROVED NOV 2007**

ARTICLE IX AMENDMENT TO BY-LAWS

These By-Laws can be amended at any regular meeting of the Guild if 51% of those members present agree with the amendment (in accordance with **ARTICLE 5**) and that the amendment has been submitted to the members at least 30 days prior to the meeting. The amendment will then be written in the newsletter and posted on the Guild website